

Job Announcement



Finance Manager

The deadline for applications is Sunday 17th December 2023

Location:	Remote (reporting to line manager in GMT+2 with weekly meetings with colleagues in EST)
Reporting to:	Operations Director
Annual salary:	\$70,000 - \$110,000 USD
Contract type:	Permanent
Working hours:	Full-time
Candidate level:	Management

Background

[The Climate Emergency Collaboration Group](#) (CECG) is a regrantee collaboration made up of some of the world's largest climate philanthropic funders. With a mission to drive climate action, CECG uses their convening and philanthropic power to facilitate stronger collaboration, coordination, and campaigning from the global climate movement around the UN climate talks and other international summits. CECG is fiscally sponsored by Rockefeller Philanthropy Advisors (RPA), a 501(c)(3), as a Sponsored Project within its charitable-giving fund.

Purpose of role

As CECG grows with the need for climate action, we are seeking a brand-new Finance Manager to join the developing team. This is a full-time position for a qualified financial professional to establish, organise and run the financial processing, analysis and reporting function of the organisation. As part of this role, the incumbent will manage all aspects of CECG's revenue streams, grant streams, annual budgeting process, forecasting and cash flow. A seasoned analyst who has experience in streamlining processes, implementing systems and building strong internal controls, they should plan to work in close collaboration with the Director of Operations, Executive Director, Programme Directors, and CECG's fiscal sponsor Rockefeller Philanthropy Advisors (RPA).

The financial manager should lead and evolve the financial and accounting function as a strategic and responsive team member, ensuring that CECG has effective systems, GAAP compliant policies, procedures and processes to fully support its core operating model. Timely and accurate financial reports should support organisational decision making, comply with donor reporting, internal and external standards and the regulatory environment.

Primary responsibilities

Financial reporting:

- Interpret and review financial information and analyse monthly financial data.
- Support/prepare financial reports to external funders in accordance with grant agreement deadlines.
- Develop and distribute management reports on a monthly, quarterly and annual basis with variance analysis.
- Prepare cash flow reports, burn-rate analysis, financial trends and projections.

Budgeting and forecasting:

- Support the development of budgets for funding requests and funding applications.
- Lead the annual budgeting process with development, review and amendments to forecasts for 3-year strategic plans.
- Monitor revenue and expenses for all income streams on a monthly basis and develop updated forecasts.
- Analyse expenditure trends and suggest cost effective ways to reduce or maintain spending.

Financial management:

- Conduct monthly reconciliation of all accounts and ensure compliance with accounting standards and policies.
- Review invoices and expense reports and general ledger reports and identify any misallocations.
- Manage compliance with funder's terms and conditions, deliverables, monitor spending, request amendments, and plan spend-out.
- Monitor and support the fiscal sponsor, to ensure that grant and vendor records are maintained with required and appropriate documentation, payments are processed on time, and necessary approvals are in place.
- Support grant making with assistance in budget development and monitoring and ensuring compliance with funding awards and agreements.
- Ensure grant compliance by reviewing the grant agreements, accounting practice and proper coding of revenues and expenses to grants.
- Assist with the preparation of schedules, analysis and other documentation for RPA and grant specific audits.

Financial systems, policies and procedures:

- Develop, review and update CECG's financial policies aligned to fiscal sponsor.
- Research and explore suitability of new financial software systems that improve accuracy of financial data and enhance analytics.
- Introduce and implement new financial systems that streamline processes and automate reporting.
- Develop and implement strict internal controls.
- Develop, review and update financial and grant making procedures in accordance with donor regulations and RPA policy.
- Keep knowledge levels updated on regulatory, statutory and tax environment as well as financial system improvements and trends.
- Develop and implement strategies that work to minimise financial risk.

Relationship management:

- Build effective working relationships internally and externally.
- Provide high-quality financial support for delivery of programme strategy and plans.
- Develop strong working relationships with senior leadership to support data driven decision making.

Profile

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

Experience

- Minimum 5 years of related experience with similar responsibilities.
- Knowledge and understanding of budget development, financial reporting, US GAAP, cash management, grant management, non-profit finance and accounting regulations, taxation and regulatory legislation.
- Familiarity with grant making, charitable funds, or fiscal sponsorship preferred.

Skills

- Ability to effectively communicate accounting and finance concepts to non-finance partners and staff.
- Proficient in Microsoft Excel, including Pivot Table, VLookUp and other advanced functions.
- Working knowledge of Netsuite, Vena SP&A tool, Fluxx is an added advantage.
- Excellent analytical skills - detail and data oriented.
- Negotiation skills and the ability to develop strong working relationships.
- Excellent oral and written communications skills.
- Strong communication and organizational skills
- Ability to manage multiple projects simultaneously and meet tight deadlines with quality deliverables.
- Ability to adapt to fast-changing environment and remain flexible in a growing organization.

- Strong self-management skills and resilience in dealing with challenges.
- Good judgment, resourcefulness and ability to problem-solve and troubleshoot.
- Confidence in decision-making ability and providing suggestions in a constructive manner.
- Work independently while providing guidance and training to others on analyzing data from multiple sources to draw appropriate conclusions and make suitable recommendations.

Qualifications

- B.A./B.S. Degree in Finance, Accounting, or related fields.
- CA/CPA/ACA/ACCA/CIMA qualification.

To apply for the post

To apply for this role, please submit a copy of your CV/resume and a cover letter outlining your interest in the role and how you fulfil the requirements set out in the job announcement by clicking on the following link <https://recruitcrm.io/apply/17002131202600039649XmG>

Please contact Liberty at liberty@darylupsall.com for any queries you may have.

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This is a rolling process, please apply as soon as possible.

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